SPECIAL EDUCATION END-OF-YEAR 2015-2016 TIMELINE

Due Dates	What is Due
Monday May 2, 2016	Snapshot available (15-16 Interchange open since October 2015)
Thursday July 7, 2016	Date by which IEP Interchange errors must be resolved **a**nd at least one 15-16 Special Education End-of-Year Snapshot created. ☐ Interchange (level 1) errors resolved ☐ At least 1 snapshot created
Wednesday Sept. 7, 2016	Date by which all Exception requests must be received by CDE to allow sufficient time for processing. ☐ All exception requests emailed to CDE
Monday Sept. 12, 2016	Date by which all Interchange and Snapshot errors must be resolved. Generate your complete Special Education EOY Snapshot by passing all Interchange and Snapshot validations in preparation for duplicate checks. All data records needed for the Special Education EOY Snapshot should be submitted and passed Interchange (level 1) and Snapshot (level 2) edit validations. ☐ All data records needed are included in file ☐ IEP Interchange errors resolved ☐ Special Education EOY Snapshot errors resolved
Monday Sept. 12- Friday Sept. 16, 2016	**Report Review Week.** This is an opportunity to review your reports in detail and make any data corrections you deem necessary to ensure you are reporting valid and reliable data. Be sure to review your EXIT DATA in order to minimize duplicate reporting of student records by more than one AU. ☐ Exit information has been double-checked, verified, and data records contain up-to-date exit information
Friday Sept. 16, 2016	Date by which all changes are identified and fixed and a complete error-free Special Education EOY Snapshot has been created in preparation for the duplicate checks. ☐ Any changes identified by the Administrative Unit during data review must be resolved by this date (data corrected in file, resubmitted and passed all edits). ☐ Reports have been reviewed to verify that the data are valid and reliable and represent an accurate account of all students the AU is responsible for.
Monday Sept. 19, 2016	CDE to run duplicate and data validity check reports.
Tuesday Sept. 20-Wed. Sept. 21, 2016	CDE will notify AUs of their possible duplicates and any other data validity issues by end of day Wednesday, September 21st.
Tuesday Sept. 20-Wed Sept. 28, 2016	AUs research and make file changes to resolve duplicates. During this time, CDE asks that AUs work together in a timely fashion to facilitate resolution of duplicates.
Wednesday Sept. 28, 2016	Date by which AUs must have resolved all duplicate and data validity issues and created a complete Special Education EOY Snapshot that reflects those data changes.

Due Dates	What is Due
Wednesday Sept. 28 - Wednesday October 5, 2016	**FINAL REPORT REVIEW.** This is a final opportunity to review your reports in detail and make any corrections you deem necessary to make sure you are reporting valid and reliable data. ☐ Check to be sure you have reported all children who received Part C Evaluations. ☐ Check to be sure you have reported all students detained at a Detention Center within your AU boundaries. ☐ Check to be sure you have reported all students in the correct Path (1, 2 or 3).
Wednesday October 5, 2016	All changes to files identified during report review are required by this date and a complete Special Education EOY Snapshot created. ☐ Complete means that all required data fields are populated for all students reported. All students who must be reported have been reported. All Interchange and Snapshot errors are resolved.
Thursday October 6, 2016	Final Data File Approval and Report Submission. Date by which your complete and final Special Education EOY Snapshot approval is due through electronic submission to the Data Pipeline. ☐ Approve final Special Education EOY Snapshot by clicking "submit to CDE" ☐ Date by which ALL Final signed reports must be received by CDE (DMS) **ALL of the following signed reports are due today! Reports are to be submitted to the Data Management System and must contain all pages of the reports listed below, not just the signature pages:** ☐ 1: Data Validity Certification Report ☐ 2: Number of Children Referred for Part C Evaluations ☐ 3: Indicator 11 Number of Students with Initial Part B Evaluation ☐ 4: Indicator 12 Number of Children Referred from Part C to Part B ☐ 5: Number of Students Exited by Disability and Discrete Age ☐ 6: Number of Students Reported by Age Group, Type of Service and Disability ☐ 7: Number of Students Reported by Age Group and Type of Referral ☐ 8: Year to Year Comparison Report of Number of Students Exited *(include explanation of flags)* ☐ 9: Year to Year Comparison Report of Students Reported by Type of Referral *(include explanation of flags)* ☐ 10: Listing of Students Reported in Error on the Previous December Count